

# **National Student Loan Data System**

## **Loan Exit Counseling Extract Record Layouts for GAs**

**Completion Extract – Ad-Hoc (EXTC03)**

**Completion Extract – Scheduled (EXTC03)**

**Summary by Date Extract – Ad-Hoc (EXTCD3)**

**Summary by SSN Extract – Ad-Hoc (EXTCS3)**

**Summary Extract – Scheduled (EXTCD3)**

**April 14, 2014**

***NEW!*** The following updates have been made to the extract version of the Loan Exit Counseling Completion Reports (Ad-Hoc and Scheduled - EXTC03) dated October 28, 2013:

The definitions for the school code and school branch code fields have been updated for clarity. Additionally, an asterisk footnote has been added to the same fields to assist the schools which have more than 99 locations.

**These updates have no impact to the length of the file layout.**

## 1.0 Loan Exit Counseling Completion Extract for GAs (EXTC03)

*Loan Exit Counseling Completion Report (EXTC03)* provides GA users with a detailed report of students who have completed Loan Exit Counseling and have a relationship with the GA. Output results contain the borrower's demographic data including reported addresses for borrower, employer, references, and next of kin, as well as the media type, source, and completion date and time of the Loan Exit Counseling session. This report can be requested ad-hoc through the Web Report List link under the Report tab of the NSLDS Professional Access Web site. It will also be scheduled for automatic weekly distribution as a fixed width extract file sent to the SAIG mailbox (TG#) of the GA's preference.

### **Ad-Hoc Completion Report (Report ID = EXTC03):**

The user is able to select an output Type of Extract or Report (pre-formatted). The user can specify a particular School ID and Branch ID, leave the asterisks (\*) for all schools and school locations, or enter a six-digit school code and leave the asterisk (\*) in the School Branch ID field to receive Loan Exit Counseling information for students from all branch campuses of the entered six-digit school code who completed Loan Exit Counseling. For GAs a particular Lender ID and/or Lender Servicer ID can be selected or leave the asterisk (\*) for all lenders and/or all lender servicers associated with the GA code. The user may designate a date range or leave the default dates to receive all cumulative records. The user may also choose a sort order of SSN or Last Name/First Name. The asterisk (\*) in the SSN field will retrieve all Loan Exit Counseling student records according to the other selection criteria. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message class EXNSFFOP. Pre-formatted report output is sent with message class EXITFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

### **Scheduled Completion Report (Report ID = EXTC03):**

A Loan Exit Counseling Completion extract (in fixed width format) will be automatically distributed on a weekly basis to a designated SAIG mailbox. Each file will include new Loan Exit Counseling records that were added to the NSLDS system since the last generated weekly output file. Output is sent with message class EXNSFFOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

The following sections contain the layout of the header, detail, and trailer records for the fixed width extract version of the output. Each extract output will include one header record, zero, one or more detail records, and one trailer record.

The record layout tables contain the position, the data element name, description, field format, and field length as they will appear on the fixed width extract.

## 1.1 Loan Exit Counseling Completion Extract Record Layout for GAs

### *Loan Exit Counseling Completion Header Record*

*Length = 1450*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header record.	Char.	1
2	41	Header Title	Value 'EXIT COUNSELING COMPLETION'.	Char.	40
42	47	Report ID	Identifier of report. Value 'EXTC03'.	Char.	6
48	53	School ID	The first 6 digits of the OPEID* as assigned by the Office of Postsecondary Education for the school being reported. If all schools are selected (*), this field displays as "%%%%%%%%".	Char.	6
54	55	School Branch ID	The last 2 digits of the OPEID* of the school location as assigned by the Office of Postsecondary Education for the school being reported. If all school locations are selected (*), this field displays as "%%".	Char.	2
56	63	Begin Date	Lower end of date range.	Date	8
64	71	End Date	Upper end of date range.	Date	8
72	80	SSN	Social Security Number of student being reported on. If all SSNs are selected (*), this field displays as "%%%%%%%%%%".	Char.	9
81	81	Submittal Extract Report Extract	'E' = Standard extract data file.	Char.	1
82	89	Submittal Date	Date which the report request is submitted. Format CCYYMMDD.	Date	8
90	95	Submittal Time	Time when the report request is submitted. Format HHMMSS.	Time	6
96	103	Filler	Spaces	Char.	8
104	106	GA/Federal Loan Servicer ID	Code for the Guaranty Agency or Federal Loan Servicer requesting the report.	Char.	3
107	112	Lender ID	Code for the Lender being reported on. If all lenders are selected (*), this field displays as "%%%%%%%%".	Char.	6
113	118	Lender Servicer ID	Code for the Lender Servicer being reported on. If all lender servicers are selected (*), this field displays as "%%%%%%%%".	Char.	6
119	1450	Filler	Spaces.	Char.	1332

*Loan Exit Counseling Completion Detail Record*

*Length = 1450*

<b>Pos FR</b>	<b>Pos TO</b>	<b>Data Element</b>	<b>Description</b>	<b>Field Format</b>	<b>Lth</b>
1	1	Record Type	'1' – Represents Detail record.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9
11	45	Student First Name	Student First Name.	Char.	35
46	80	Student Middle Initial	Student Middle Initial.	Char.	35
81	115	Student Last Name	Student Last Name.	Char.	35
116	123	Student DOB	Student Date of Birth. Format CCYYMMDD.	Date	8
124	188	School Name	School Branch Name.	Char.	65
189	194	School ID	The first six digits of the OPEID* as assigned by the Office of Postsecondary Education.	Char.	6
195	196	School Branch ID	The last two digits of the OPEID* of the school location as assigned by the Office of Postsecondary Education.	Char.	2
197	204	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8
205	208	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time	4
209	209	Media Type	Code indicating how the student performed their Loan Exit Counseling. P = Paper E= Electronic	Char.	1
210	210	Source	Code indicating the source of the Loan Exit Counseling session data. I = NSLDS E = School C = StudentLoans.gov	Char.	1
211	240	DL Number	Student's driver license number.	Char.	30
241	242	DL State	State in which the student's driver license was issued.	Char.	2
243	282	Street Address 1	Address Line 1 of student's current address.	Char.	40
283	322	Street Address 2	Address Line 2 of student's current address.	Char.	40
323	352	City	City of student's current address.	Char.	30
353	354	State	State of student's current address.	Char.	2
355	356	Country	Country of student's current address.	Char.	2

<b>Pos FR</b>	<b>Pos TO</b>	<b>Data Element</b>	<b>Description</b>	<b>Field Format</b>	<b>Lth</b>
357	373	Zip Code	Zip or postal code of student's current address.	Char.	17
374	385	Home Phone Number	Student's current home phone number.	Char.	12
386	388	Filler	Spaces	Char.	3
389	400	Cell Phone Number	Student's current cell phone number.	Char.	12
401	403	Filler	Spaces	Char.	3
404	415	Work Phone Number	Student's current work phone number.	Char.	12
416	418	Filler	Spaces	Char	3
419	546	E-mail Address	E-mail address of student.	Char.	128
547	548	Student Borrower Repayment Plan Preference	SF: Standard Repayment Plan SG: Graduated Repayment Plan EF: Extended Repayment Plan – Fixed EG: Extended Repayment Plan – Graduated IB: Income-Based Repayment Plan C3: Income-Contingent Repayment Plan (DL only) IS: Income-Sensitive Repayment Plan (FFEL only) PA: Pay As You Earn I3: Income-Based Repayment 2014	Char.	2
549	550	Parent PLUS Repayment Plan Preference	SF: Standard Repayment Plan SG: Graduated Repayment Plan EF: Extended Repayment Plan – Fixed EG: Extended Repayment Plan – Graduated	Char.	2
551	610	Name	Employer of the student.	Char.	60
611	650	Street Address 1	Address Line 1 of student's employer.	Char.	40
651	690	Street Address 2	Address Line 2 of student's employer.	Char.	40
691	720	City	City of student's employer.	Char.	30
721	722	State	State of student's employer.	Char.	2
723	724	Country Code	Country Code of student's employer	Char.	2
725	741	Zip Code	Zip code of student's employer.	Char.	17
742	753	Phone Number	Telephone number of student's employer.	Char.	12
754	756	Filler	Spaces	Char.	3
757	791	First Name	First name of next-of-kin.	Char.	35
792	826	Last Name	Last name of next-of-kin.	Char.	35
827	866	Street Address 1	Address Line 1 of next-of-kin.	Char.	40
867	906	Street Address 2	Address Line 2 of next-of-kin.	Char.	40

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
907	936	City	City of next-of-kin.	Char.	30
937	938	State	State of next-of-kin.	Char.	2
939	940	Country Code	Country code of next-of-kin.	Char.	2
941	957	Zip Code	Zip code of next-of-kin.	Char.	17
958	969	Phone Number	Telephone number of next-of-kin.	Char.	12
970	972	Filler	Spaces.	Char.	3
973	1007	First Name	First name of first reference.	Char.	35
1008	1042	Last Name	Last name of first reference.	Char.	35
1043	1082	Street Address 1	Address Line 1 of first reference.	Char.	40
1083	1122	Street Address 2	Address Line 2 of first reference.	Char.	40
1123	1152	City	City of first reference.	Char.	30
1153	1154	State	State of first reference.	Char.	2
1155	1156	Country Code	Country code of first reference.	Char.	2
1157	1173	Zip Code	Zip code of first reference.	Char.	17
1174	1185	Phone Number	Telephone number of first reference.	Char.	12
1186	1188	Filler	Spaces.	Char.	3
1189	1223	First Name	First name of second reference.	Char.	35
1224	1258	Last Name	Last name of second reference.	Char.	35
1259	1298	Street Address 1	Address Line 1 of second reference.	Char.	40
1299	1338	Street Address 2	Address Line 2 of second reference.	Char.	40
1339	1368	City	City of second reference.	Char.	30
1369	1370	State	State of second reference.	Char.	2
1371	1372	Country Code	Country Code of second reference.	Char.	2
1373	1389	Zip Code	Zip code of second reference.	Char.	17
1390	1401	Phone Number	Telephone number of second reference.	Char.	12
1402	1450	Filler	Spaces.	Char.	49

*Loan Exit Counseling Completion Trailer Record*

*Length = 1450*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'9' – Represents Trailer record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	1450	Filler	Spaces.	Char.	1440

**Note:**

\* The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.



## 2.0 Loan Exit Counseling Summary Extract for GAs (EXTCD3 and EXTCS3)

*Loan Exit Counseling Summary Extract (EXTCD3 and EXTCS3)* provides GA users with a summary report of students who have completed Loan Exit Counseling and have a relationship with the GA. Output results contain the student's SSN, last name, first name, middle initial, the OPEID code of the school the student is exiting, as well as completion date and time of the Loan Exit Counseling session. This report can be requested ad-hoc through the Web Report List link under the Report tab of the NSLDS Professional Access Web site. It will also be scheduled for automatic monthly distribution as a fixed width extract file sent to the SAIG mailbox (TG#) of the GA's preference.

### **Ad-Hoc Summary Reports (Report IDs = EXTCD3 and EXTCS3):**

The ad-hoc Loan Exit Counseling Summary Extract can be requested by Dates or SSNs. Although the report IDs are different, both results utilize the same layout and extract file output message class (EXSMFFOP). The Dates option provides the capability to request summary results by Beginning and Ending Dates, or by selecting one of the predefined "Completed in Past" ranges. The SSNs option allows up to 19 SSNs to be requested.

- **Ad-Hoc Summary Report by Dates (Report ID = EXTCD3)**

The user is able to select an output Type of Extract or Report (pre-formatted). The user can specify a particular School ID and School Branch ID, leave the asterisks (\*) for all schools and school locations, or enter a six-digit School ID and leave the asterisk (\*) in the School Branch ID field to receive Loan Exit Counseling information for students from all branch campuses of the six-digit School ID who completed Loan Exit Counseling. For GAs a particular Lender ID and/or Lender Servicer ID can be selected or leave the asterisk (\*) for all lenders and/or all lender servicers associated with the GA code. The user may designate a Beginning Date and End Date (leaving the defaulted Beginning and End Dates will retrieve all cumulative records) or select a predefined "Completed in Past" range (completed within the past 10, 30, 60, 90, or 120 days) from the dropdown box. The user may also choose a sort order of SSN or Last Name/First Name. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message class EXSMFFOP. Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

- **Ad-Hoc Summary Report by SSNs (Report ID = EXTCS3)**

The user is able to select an output Type of Extract or Report (pre-formatted). The user can specify a particular School ID and School Branch ID, leave the asterisks (\*) for all schools and school branches, or enter a six-digit School ID and leave the asterisk (\*) in the School Branch ID field to receive Loan Exit Counseling information for students from all branch campuses of the six-digit School ID who completed Loan Exit Counseling. For GAs a particular Lender ID and/or Lender Servicer ID can be selected or leave the asterisk (\*) for all lenders and/or all lender servicers associated with the GA code. The user may enter up to 19 SSNs without hyphens; at least one is required. The sort order automatically defaults to SSN order. The processed data is sent to the SAIG mailbox associated with the NSLDS

User ID requesting this report. Output is sent with message class EXSMFFOP. Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

**Scheduled Summary Report (Report ID = EXTCD3):**

A Loan Exit Counseling Summary extract (in fixed width format) will be automatically distributed on a monthly basis to a designated SAIG Mailbox. Each file will include new Loan Exit Counseling records that were added to NSLDS since the last generated monthly output file. Output is sent in message class EXSMFFOP. Additional hints for printing the report in Microsoft Word format are available on the Report List Help page.

The following sections contain the layout of the header, detail, and trailer records for the fixed width extract version of the output. Each extract output will include one header record, one, more or no detail records, and one trailer record.

The record layout tables contain the position, data element name, description, field format, and field length as they will appear on the fixed width extract file.

## 2.1 Loan Exit Counseling Summary Extract Record Layouts for GAs

### *Loan Exit Counseling Summary Header Record*

*Length = 300*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header record.	Char.	1
2	45	Header Title	Value 'EXIT COUNSELING SUMMARY BY ' with type: 'DATE' or 'SSN'.	Char.	44
46	51	Report ID	Identifier of report. Value 'EXTCx3'; Where 'x' represents the following valid values: D = by Date (Ad-hoc) or Scheduled, S = by SSN.	Char.	6
52	57	School ID	The first 6 digits of the OPEID* as assigned by the Office of Postsecondary Education for the school being reported. If all schools are selected (*), this field displays as "*".	Char.	6
58	59	School Branch ID	The last 2 digits of the OPEID* of the school location as assigned by the Office of Postsecondary Education for the school being reported. If all school locations are selected (*), this field displays as "*".	Char.	2
60	67	Begin Date	Lower end of date range.	Date	8
68	75	End Date	Upper end of date range.	Date	8
76	78	Date Period	Completed in the past number of dates. Values available: 010, 030, 060, 090, 120, or 000 if "USE BEG/END DT" option was selected.	Char.	3
79	83	Filler	Attribute to complete record length.	Char.	5
84	84	Submittal Extract Report Type	'E' = Extract data file.	Char.	1
85	92	Submittal Date	Date when the report request is submitted. Format CCYYMMDD.	Date	8
93	98	Submittal Time	Time when report request is submitted. Format HHMMSS.	Time	6
99	106	User ID	NSLDS User ID code of the user making the request.	Char.	8
107	109	GA/Federal Loan Servicer ID	Code for the Guaranty Agency or Federal Loan Servicer requesting the report.	Char.	3
110	115	Lender Code	Code for the Lender being reported on. If all Lender Codes are selected (*), this field displays as "*".	Char.	6

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
116	121	Lender Servicer Code	Code for the Lender Servicer being reported on. If all Lender Servicer Codes are selected (*), this field displays as “*”.	Char.	6
122	130	SSN 1	SSN 1 request.	Char.	9
131	139	SSN 2	SSN 2 request.	Char.	9
140	148	SSN 3	SSN 3 request.	Char.	9
149	157	SSN 4	SSN 4 request.	Char.	9
158	166	SSN 5	SSN 5 request.	Char.	9
167	175	SSN 6	SSN 6 request.	Char.	9
176	184	SSN 7	SSN 7 request.	Char.	9
185	193	SSN 8	SSN 8 request.	Char.	9
194	202	SSN 9	SSN 9 request.	Char.	9
203	211	SSN 10	SSN 10 request.	Char.	9
212	220	SSN 11	SSN 11 request.	Char.	9
221	229	SSN 12	SSN 12 request.	Char.	9
230	238	SSN 13	SSN 13 request.	Char.	9
239	247	SSN 14	SSN 14 request.	Char.	9
248	256	SSN 15	SSN 15 request.	Char.	9
257	265	SSN 16	SSN 16 request.	Char.	9
266	274	SSN 17	SSN 17 request.	Char.	9
275	283	SSN 18	SSN 18 request.	Char.	9
284	292	SSN 19	SSN 19 request.	Char.	9
293	300	Filler	Spaces.	Char.	8

*Loan Exit Counseling Summary Detail Record*

*Length = 300*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	‘1’ – Represents Detail record.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9
11	45	Student Last Name	Student Last Name.	Char.	35
46	80	Student First Name	Student First Name.	Char.	35

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
81	115	Student Middle Initial	Student Middle Initial.	Char.	35
116	123	OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID).	Char.	8
124	131	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8
132	135	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time	4
136	300	Filler	Spaces	Char.	165

*Loan Exit Counseling Summary Trailer Record*

*Length = 300*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'9' – Represents Trailer record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	300	Filler	Spaces.	Char.	290

**Note:**

\* The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.